

LAND RECORDS SUPERVISOR

General Definition of Work:

Performs advanced technical work participating in and supervising work in the County's land records program; does related work as required. Work is performed under the general supervision of the Land Records Manager. Supervision is exercised over subordinate personnel.

Essential Functions/Typical Tasks:

Planning, overseeing and participating in the maintenance of land records including mapping, legal ownership, homestead, veterans and circuit breaker exclusion records; assisting citizens with ownership and exclusion problems and needs.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Plans, organizes and directs the Real Property Transfer and Homestead Exclusion function of the Department.
- Insures all land transfers, land splits and Homestead, Veterans and Circuit Breaker Exclusions are recorded in the billing file.
- Provides assistance to the public related to real property; receives inquiries, complaints, and service requests and responds within established policies, procedures, laws and ordinances.
- Accepts and approves exemptions for the elderly, disabled veteran and circuit breaker programs.
- Plans and coordinates with other areas within the department and the Information Technology Department for the maintenance of the mailing address file and correct and timely annual tax billing.
- Prepares and maintains procedure manual for the Real Property Transfer function of the Department in compliance with the Department procedures and the NC Machinery Act.
- Works with property appraisers in locating property and resolving Land Records issues in the County.
- Works with software vendor to insure that all software is operating accurately and resolves issues as they arise.
- Supervises division staff in the Land Record Manager's absence.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Comprehensive knowledge of the NC General Statutes and Department procedures governing land records, ownership transfers, exemption and exclusions ; comprehensive knowledge of the State laws, relating to property assessing; ability to supervise subordinate personnel; ability to write clear and concise reports; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience:

Graduation from an accredited community college with major course work in real estate, business or economics and extensive experience including some supervisory experience. A combination of education and experience may be considered.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Special Requirements:

Obtain N.C.P.M.A. certification as a Mapper within two years of employment; ability to successfully complete the Fundamentals of Listing and Assessing within two years of employment.